

DEPARTMENT OF THE ARMY CEMRD-R 190-1-1  
Missouri River Division, Corps of Engineers  
P.O. Box 103, Downtown Station  
Omaha, Nebraska 68101-0103

CEMRD-PM

Regulation  
No. 190-1-1

1 June 1988

Military Police  
CRIME PREVENTION PROGRAM

1. Purpose. To prescribe those policies and procedures to be implemented by employees in the reduction and suppression of loss or damage to Government and private property through larceny and/or vandalism; to afford the visiting public protection from those acts while engaged in recreational activities at Corps of Engineers projects; and to establish procedures for reporting crimes to the proper authority having investigative and judicial jurisdiction.

2. Applicability. This regulation applies to personnel of the Missouri River Division, Kansas City and Omaha Districts.

3. References. Appendix D.

4. Policy.

a. The Division Crime Prevention Program is targeted and designed to:

(1) Identify, control, reduce, eliminate, or neutralize conditions conducive to criminal acts.

(2) To remove or minimize the opportunity or motivation to commit, conceal, or engage in criminal acts.

(3) To implement all known measures and local innovations to accomplish the above goals.

b. Crime prevention requires continuous awareness and effort to minimize the opportunity or motivation to commit, conceal, or engage in criminal acts. The effort must provide a secure environment for visitors to and employees of this Division.

c. Through the application of preventive measures, such as identification of potential high crime areas, security measures, detection, investigation, apprehension, and prosecution of offenders, selective enforcement measures, liaison with civil law agencies, individual awareness, and timely reporting, the program should succeed. Specific measures, to include educational programs, publicity, management of enforcement resources, crime surveys, physical security surveys, and inspections, will contribute and complement each other.

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This regulation supersedes CEMRD-R 190-1-1 dated 1 July 1986.

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d. The employment of guard forces, perimeter barriers, signs and warning devices, protective lighting, intrusion detection alarms administrative control of personnel and equipment, access to controlled structures, equipment, facilities and vessels, prevention of vandalism and theft should be compatible with operations and within available resources.

## 5. Responsibilities.

a. The attainment of crime prevention objectives is the responsibility of every employee, civilian and military, assigned to the Division. The core of the program is in individual awareness and continued vigilance in safeguarding resources placed in his/her trust and in the trust of those persons under his/her supervision.

b. The Chief, Security and Law Enforcement (S&LE) is the special staff officer assigned to advise the Division Commander in implementing the Crime Prevention Program. The Chief, Security and Law Enforcement is responsible for the execution of approved plans, policies, and directives issued by the Department of the Army, the Corps of Engineers, and the Division Commander. That individual will act within established and approved policies and guidelines on behalf of the Division Commander.

c. Each operating district will have a Security and Law Enforcement Manager (S&LEM). In addition to the duties and responsibilities under AR 380-5, the Security and Law Enforcement Manager is the special staff officer assigned to advise the District Commander in the implementing the Crime Prevention Program and execution of approved plans, policies and directives. This staff position will not be subordinate to any other administrative, principal division or offices within the District organization.

d. Chiefs of divisions/branches involved in design, in-house, or contracted work should coordinate with the Security and Law Enforcement Manager for review of all design work which results in a structure which serves to protect Government property, materials, and personnel.

e. Chiefs of Construction will cooperate with Security and Law Enforcement Managers in safeguarding Government and contractor-owned material, supplies, and equipment. Losses of supplies, materials, and equipment will be reported on ENG Form 4337 (Offense/Incident Report). Reports will be forwarded through the District Security and Law Enforcement Manager to the Division Security and Law Enforcement Chief as soon as possible after incidents are discovered.

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f. Property book officers (PBO) will ensure that all property and supplies are maintained and inventoried in accordance with appropriate supply and property regulations. Property losses in excess of \$250 discovered as a result of inventory will be reported on ENG Form 4337 and forwarded in triplicate to the supporting Security and Law Enforcement Office.

6. Authority and Jurisdiction. In the original acquisition of land at Corps of Engineers civil works installations, the Corp of Engineers obtains a proprietary interest only. Individual states and Federal law enforcement agencies retain the statutory authority and inherent responsibility to enforce the law. The Corps will not engage in actual law enforcement and police investigative service at any installation.

7. Reporting Offenses and Incidents.

a. Offenses and incidents listed in Appendix B. involving Government or private personnel or equipment, will be reported to the Chief, Security and Law Enforcement, through the appropriate District Security and Law Enforcement Managers.

b. Incidents of damage, detraction, larceny, or vandalism of Government or private property, involving a loss of \$250 or more, will be reported by Area Engineer/Project Manager on ENG Form 4337, in triplicate, as they are discovered. Reports must be received at the District within 3 days of discovery so that the District report to the Division can be accomplished within 5 days.

c. Incidents of damage, destruction, larceny, or vandalism of Government or private property, involving a loss of less than \$250 will be consolidated on ENG Form 4337, in duplicate, on a monthly basis. District subordinate offices will submit reports to S&LE Manager within 5 days following end of the month. Districts, in turn will consolidate and forward reports to Division no later than 7 working days after the end of each month.

d. Serious incidents as outlined in AR 190-40 will be reported immediately to District Security and Law Enforcement Managers. Security and Law Enforcement Managers will prepare a Serious Incident Report in the format prescribed by AR 190-40. An information copy will be provided to the Division S&LE Chief.

e. Serious incidents should be reported telephonically by the District Security and Law Enforcement Manager to the Division Security and Law Enforcement Chief as soon as possible after occurrence or discovery.

f. Civil law enforcement agencies should be notified of serious incidents if they are of the type listed in Appendix B and are incidents involving loss of property valued at more than \$250.

g. When requested by supply or other accountable personnel, a copy of ENG Form 4337 will be provided. These reports are to substantiate losses. They do not relieve a survey officer from his/her investigative responsibilities.

h. Completed reports of investigation by civil law enforcement agencies will be obtained and transmitted by ENG Form 4337 to the Division Security and Law Enforcement Chief as supplementary information.

8. Physical Security of Installations and Activities Within the Missouri River Division.

a. Physical security policy will follow the program as outlined in AR 190-13 and FM 19-30.

b. Division operating installations and activities are classified as "Primary" or "Secondary" facilities (see Appendix C for definition). The Division Commander will classify each facility as primary or secondary. Recommendations for deletions, additions, or corrections of classification shall be submitted to the Division Security and Law Enforcement Chief.

c. Installations designated as primary within the Missouri River Division are:

- (1) Big Bend Dam, Powerhouse and Big Bend Project.
- (2) Fort Peck Dam, Powerhouse and Fort Peck Project.
- (3) Fort Randall Dam, Powerhouse and Fort Randall Project.
- (4) Garrison Dam, Powerhouse and Garrison Project.
- (5) Gavins Point Dam, Powerhouse and Gavins Point Project.
- (6) Oahe Dam, Powerhouse and Oahe Project.
- (7) Stockton Dam, Powerhouse and Stockton Lake Project.
- (8) Truman Dam, Powerhouse and Truman Dam Project.

d. All other installations or activities are designated as secondary facilities.

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e. Primary facilities will receive a physical security survey every 2 years.

f. Secondary facilities will receive a physical security survey every 4 years.

g. District Security and Law Enforcement Managers will submit an annual schedule of physical security surveys to the MRD Security and Law Enforcement Chief not later than 30 September.

h. Security inspections, investigations, or staff visits may be conducted as necessary by District Security and Law Enforcement Managers and the Division Security and Law Enforcement Chief. A written trip report including observations, findings, and recommendations will be prepared and filed in each respective office. A trip report is not necessary when a formal Physical Security Survey is prepared.

i. The following specific activities should be inspected and mentioned in each report when applicable:

- (1) Money handling.
- (2) Activities maintaining classified material.
- (3) ADP activities.
- (4) Arms handling and storage procedures.
- (5) Maintenance shops.
- (6) Bulk storage of supplies and materials.
- (7) Supply and equipment procurement, receipt, and payment activities.
- (8) IDS Systems.
- (9) Property disposal activities.
- (10) Supply and equipment storage (pilferable items).
- (11) Communications centers and equipment.
- (12) Motor vehicle administration.
- (13) Key control procedure.

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9. Physical Security of Projects Under Construction.

a. The loss or damage to contractor-owned or Government-owned materials, supplies, and equipment during construction may significantly affect the timely completion of a project and result in needless additional expense and customer dissatisfaction. The Contracting Officer, in coordination with the Security and Law Enforcement Manager or Division Security and Law Enforcement Chief, when requested, evaluates and determines the degree of protection desirable at a project under construction. It may be necessary to conduct a formal Project Site Physical Security Survey. This survey should be made in the early stage of construction, but after the project is far enough along to survey the area where equipment and materials are in storage. The contractor should receive an entrance and exit interview and be encouraged to establish liaison with local law enforcement officials to ensure adequate surveillance and assistance in protection of contractor and Government property.

b. Construction projects on military installations should be surveyed in the same manner as those in the civil community; however, additional coordination must be made with the military law enforcement agency, the installation provost marshal. The protection of all property on a military installation is the responsibility of the installation commander through the provost marshal or Chief of Security Police. A copy of the Project Site Physical Security Survey will be furnished to the installation provost marshal.

c. Contractors will be advised that they are responsible for reporting offenses and incidents to their Corps of Engineers point of contact.

10. Physical Security of Explosives.

a. The handling, storage, and use of explosives is governed by the applicable provisions of the procurement regulations DOD Instr. 5220.30. A contractor must obtain all necessary licenses and permits. The contractor must comply with all applicable federal, state and municipal codes and regulations in the transportation, storage, and use of explosives.

b. Liaison will be established with local law enforcement agencies or installation provost marshals in conjunction with storage and use of explosives.

11. Guard Forces.

a. District Security and Law Enforcement Managers will plan, coordinate, and supervise employment of any guard personnel required and will ensure that they have been properly trained to perform their responsibilities.

b. A Guard Supervisor will be named to assist in administration and supervision. An operating official will be appointed as supervisor when the guard force does not justify a full-time guard supervisor.

c. Uniforms.

(1) Recommend guards wear uniforms as prescribed in USACE publication 670 series and if appropriate USACE Supplements to AR 670 series.

(2) An abbreviated uniform such as a distinctive hat or arm band may be authorized for guards hired in support of Maximum Physical Security Plans.

d. Guards will receive general training using FM 21-6 FM 19-30 and AR 190-28.

e. Weapons Training. Guards will be trained and qualified with issued weapons in the manner prescribed for military personnel. Under normal conditions, modified qualification firing may be accomplished with local civilian agencies for the handgun/sidearm only.

12. Firearms and Ammunition.

a. The use of force is outlined in AR 190-28. Each civilian guard in the Missouri River Division is required to read AR 190-28 at least annually and document the fulfillment of this requirement.

b. Weapons will be used for no purpose other than duty or training. When not in official use, weapons and ammunition will be stored or secured as prescribed below.

(1) In a secure room and containers as prescribed by AR 190-11.

(2) In an arms storage facility.

c. A Firearms Authorization Card, DA Form 2818, will be issued with each weapon and renewed annually.

d. The loss or theft of a firearm will be reported under AR 190-40 immediately upon discovery.

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13. Bomb Threats.

a. Telephoned bomb threats must be recorded as received. GSA Form 1509 should be used for this purpose. This form is available at each telephone as the inside front cover of the Government Telephone Directory.

b. In buildings operated by GSA, bomb threats will be reported in accordance with the Facility Self-Protection Plan.

c. In field offices operated exclusively by the Corps, bomb threats will be reported immediately to the local law enforcement agency and to the District Security and Law Enforcement Manager, who will relay the information to the MRD Security and Law Enforcement Office.

14. Maximum Physical Security Plans. These plans will be prepared and maintained by District Security and Law Enforcement Managers for all primary installations. One copy of each plan will be provided the MRD Security and Law Enforcement Chief, and two copies will be provided to Chief, Security and Law Enforcement, USACE. Plans will be reviewed and updated annually by the District Security and Law Enforcement Managers.

15. Reports of Survey. All Reports of Survey involving loss, damage, destruction or theft of accountable Government property will be furnished the Security Manager for review. ENG Form 4337, Offense/Incident Report, will be attached as an exhibit to applicable Reports of Survey. The Security and Law Enforcement Manager will review the survey report to determine if there is criminality involved and advise the approving officer if further investigation by other police authority is indicated.

16. Safeguarding of Government Funds. Cash will be stored only in a container that offers the minimum protection requirements as outlined in AR 37-103. Both appropriated and nonappropriated funds must be thus protected. Prefabricated containers are not authorized. No funds may be stored or maintained in containers with classified material. Records for specific accounts shall not be maintained in the container with the funds for those accounts; rather, the records for such accounts will be stored in separate locked containers.

17. Security of Government Vehicles and Equipment.

a. Keys to Corps of Engineers vehicles and equipment will never be left in unattended vehicles. All unattended vehicles will be locked. Any deviation from this policy must be approved by the Division Security and Law Enforcement Chief.



b. Credit cards and log books will not be left in unattended vehicles.

c. The person charged with a vehicle will maintain personal custody of vehicle keys and credit cards.

d. Keys and credit cards will be stored in a locked container in a locked building.

FOR THE COMMANDER:

/s/  
DONALD E. HAZEN  
Colonel, Corps of Engineers  
Deputy Commander

#### 4 Appendices

APP A - Crime Prevention Measures

APP B - List of Reportable Offenses and Incidents

APP C - Definitions

APP D - References

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APPENDIX A  
Crime Prevention Measures

1. Be alert to the possibility of crime potential.
2. Do not leave valuables unattended or where they cannot be secured.
3. Lock desks and containers if leaving the office unattended.
4. Spot check property for adequate security and conduct frequent inventories. Supply records of nonexpendable property should reflect nomenclature and serial numbers (ER 735-2-1) and property should be properly marked (ER 746-2-306). Investigate property losses promptly and report them to appropriate law enforcement authorities.
5. Conduct frequent inspections of fencelines, lighting, locks, flammable material, doors, windows, etc. Have discrepancies repaired or replaced if necessary.
6. Identify strangers and verify their purpose for being in your building or area.
7. Do not carry large amounts of money or leave money in desks or containers which provide limited protection.
8. When parking a vehicle, lock the ignition, doors, and luggage compartment. At night, park in a well lighted area.
9. Do not leave property or parcels (including gasoline credit cards) in unattended vehicles.
10. Lock windows and doors of unattended warehouses and other buildings. Do not leave keys under door mats, in mail boxes, or in equally obvious hiding places.
11. Keep weapons secure by storing them in approved arms rooms, or if the weapons are in a residence, place them under lock and key.
12. Restrict access to critical areas.
13. Review the need for physical controls on access to recreation areas, and where necessary, provide additional controls.
14. If practical, close recreation arena after dark where visitor safety is a problem.
15. Review emergency plans and procedures. Remember to employ a key control system and develop a sound communications program.

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16. Maintain close contact with the agencies who retain local law enforcement responsibilities/jurisdiction and possess the necessary resources and capability to handle special situations and problems.

17. For the most successful investigative results, immediately report incidents/offenses to local law enforcement agencies.

18. Padlocks, when not in use, must be secured to the hasp eyelet or to the fencing mesh and will be snapped shut.

19. Ensure that combinations to money containers are changed every 6 months or upon change of personnel. Remember -- the safest place for a combination is in your head, never written down.

20. The success of a crime prevention program depends upon the individual getting involved and supporting the program. Anyone who steals from the Government steals from you. If you know that a person is stealing Government or private property, report the theft to your Security and Law Enforcement Manager. You may be the next victim. Get involved! Support the Crime Prevention Program.

APPENDIX B  
Offense Codes

Basic categories of criminal offenses. The following numbers serve to identify the category of criminal offense, and will be found in the first position of the offense code:

<u>OFFENSE/INCIDENT AGAINST</u>	<u>CODE</u>
Persons	5
Sex Offense	6
Property	7
Fraud	8

Detailed offense code list. The basic offense categories are further subdivided as follows:

<u>5 - CRIMES AGAINST PERSONS</u>	<u>CODE</u>
5C - Assaults	5C100
- Aggravated Assault	5C200
- Simple Assault	
5D - Child Abuse	
- Child Neglect/Mistreatment	5D100
5E - Civil Rights	
- Civil Rights	5E100
5H - Homicide	
- Murder	5H100
- Other deaths (discovered bodies resulting from unnatural causes, manslaughter, etc.)	5H600
5K - Kidnaping	
- Kidnaping	5K100
5L - Controlled Substance Violations	
- Opiates	5L100
- Marijuana	5L200
- Dangerous Drugs	5L300
- Hallucinogens	5L400
- Other	5L500
5M - Perjury, False Swearing, and False Official Statement	
- False Official Statement	5M300
5N - Robbery	
- Robbery, Armed	5N100
- Robbery, Unarmed	5N200
5P - Suicide	
- Suicide on Corps Property	5P100
5Q - Traffic	
- Traffic Fatality	5Q100
- Drunk Driving	5Q200

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- Fleeing Scene of an Accident	5Q300
- Other	5Q500
5R - Weapons/Explosives Violation	
- Unlawful Possession	5R200
- Other	5R300
5T - Communications Incidents	
- Telephone Threats	5T200
- Bomb Threats	5T300
5X - Other Offenses Against Persons	
- Trespass	5X100
- Disorderly Conduct	5X200
- Others Not Listed	5X300

6 - SEX CRIMES

6E - Rape	
- Rape on Corps Property	6E100
- Attempted Rape	6E200
6X - Other Sex Offenses	
- Other	6X100

7 - CRIMES AGAINST PROPERTY

7A - Arson	
- Arson	7A100
7C - Illegal Entry	
- Burglary	7C100
- Housebreaking	7C200
7F - Larceny	
- Government Property	7F100
- Contractor Property	7F200
- Private Property	7F300
7G - Wrongful Appropriation	
- Government Property	7G100
- Contractor Property	7G200
- Private Property	7G300
7H - Wrongful Disposition	
- Government Property	7H100
- Contractor Property	7H200
7J - Postal Violations	
- Larceny	7J100
- Loss Through Neglect	7J200
- Destruction	7J300
- Other	7J400
7K - Wrongful Destruction (Vandalism)	
- Government Property	7K100
- Contractor Property	7K200
- Private Property	7K300

7L - Recovery of Stolen/Lost Property	
- Government Property	7L100
- Contractor Property	7L200
- Private Property	7L300

8 - CRIMINAL FRAUD

- Bribery	8A100
- Funds	8C100
- Pay and Allowances	8D100
- Overtime	8E100
- Procurement/Salvage/Property Disposal	8F100
- Pol Items	8G100
- Contract Compliance	8H100
- Other	8J100

APPENDIX C  
Definitions

1. Crime. An act or omission of an act prohibited or enjoined by law for the protection of the public and punishable by the local, state, or Federal Government, as applicable.
2. Crime Prevention. The application of measures necessary to minimize or eliminate the opportunity or desire to commit or engage in criminal activities to include malfeasance, misfeasance, or nonfeasance.
3. Crime Prevention Plan. A plan for planning, coordinating, educating, and reviewing of courses of action for the prevention of crimes and offenses.
4. Crime Prevention Inspection. An examination of a building, facility, activity, vessel, or area to determine the existence of conditions or features which are crime conducive, or which, if not corrected, would render the building, activity, vessel, or area a target or potential target for criminal attack.
5. Pilferage. The act or manner of stealing quantities of Government or private property on a casual or systematic basis.
6. Offense. Any violation of rule, duty, or breach of propriety which would cause it to be treated as an act within the scope of civil police, the FBI, or CID.
7. Incident. Pertains to an event or action involving personnel, property, or operations within the judicial scope which does not fall within the meaning of the term crime or offense.
8. Crime Prevention Survey. Any survey conducted under appropriate regulations or directives for the purpose of minimizing or eliminating the opportunity or desire to commit or engage in criminal activities to include malfeasance, misfeasance, nonfeasance, and moral turpitude.
9. Primary Facility. Any installation/activity, the loss of which or severe damage to, would cause delay or reduction in the national defense in time of emergency, or produce conditions tantamount to local disaster.
10. Secondary Facility. All other facilities under the jurisdiction of the Corps of Engineers.

APPENDIX D  
References

References for this regulation include:

DOD Instruction 5220.30, 26 September 1984, Physical Security of Sensitive Conventional Arms Ammunition and Explosives at Contractor Facilities.

AR 190-10, Security of Government Officials

AR 190-11, Physical Security of Arms, Ammunition and Explosives

AR 190-13, The Army Physical Security Program

AR 190-14, Carrying of Firearms

AR 190-22, Searches, Seizures and Disposition of Property

AR 190-28, Use of Force by Personnel Engaged in Law Enforcement and Security Duties

AR 190-31, DA Crime Prevention Program

AR 190-40, Serious Incident Report

AR 190-51, Security of Property at Unit and Installation Level

AR 195-2, Criminal Investigation Activities

AR 380-5, Department of the Army Information Security Program

AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat.

AR 500-50, Civil Disturbances

AR 500-60, Disaster Relief

AR 735-5, Basic Policies and Procedures for Property Accounting

AR 735-11, Accounting for Lost, Damaged and Destroyed Property

FM 19-30, Physical Security

ER 700-1-1, USACE Supply Policies and Procedures

ER 735-1-1, Accounting for Personal and Real Property

ER 735-2-1, Warehousing and Utilization